



Iowa Communications Network

Enhanced Services to Benefit Iowans
Internet • Voice • Data • Video

GOVERNOR TERRY E. BRANSTAD LIEUTENANT GOVERNOR KIM REYNOLDS

Court-Ordered Deposition Video Billing Information Request Form

Thank you for your interest in using an ICN video classroom. In order to schedule and use a classroom you need to be an authorized user and have billing information on file with the ICN. Please take a moment to complete the Billing Information and Address section below.

Billing Information and Address

Organization Name _____

Contact Person _____

Email: _____

Contact Person's Phone Number () ____ - _____

Address (including building, suite #, etc) _____

City _____ State _____ ZIP Code _____

Please sign and date this form at the bottom, and return it to ICN with both of the following:

- Certified Copy of the Court Order referencing who will be financially responsible for the charges to be billed by the ICN for the services provided.
- Certified Copy of the Court Order providing that it is permissible for the deposition to be taken over the ICN.

Return all three forms to Kammy McHone at the ICN.

- FAX: (515) 725-4635 (The certification stamp must be visible on the fax copy.)
- E-mail: kammy.mchone@iowa.gov (The certification stamp must be visible on the PDF copy.)
- US Postal Service:

Iowa Communications Network
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319

Questions should be directed to the ICN Service Desk at 1-877-426-4692.

Thank you for your request to use the ICN.

Requested by _____ Date _____
(print name) (signature)

RIC LUMBARD, EXECUTIVE DIRECTOR

Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319 Phone: 515-725-4692 Fax: 515-725-4727 www.icn.iowa.gov

IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION